

# Assistive Technology Partnership Contractor Guide

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## ATP

The Assistive Technology Partnership (ATP) Technology Specialists are responsible for communicating with the consumer, their Service Coordinator, and the contractor. They also:

- Provide specifications and drawings that are accurate, easy to understand, and are approved by the consumer.
- Contractors should notify the Technology Specialist if there are problems working with the consumer and if the environment becomes uncomfortable. The Technology Specialist will resolve the situation.
- The Technology Specialist will respond to change orders, extension requests, conduct a final inspection upon notification the project is completed, and answer questions during the process from consumers/families, service coordinators, contractors, and vendors.

## General Specifications

**It is important to read the General Specifications and to field verify (visit the site) before preparing a quote.**

It is important to review the General Specifications and to field verify (visit the site) before preparing a quote. If contractors do not visit the site prior to submitting a quote, they can incur additional expenses.

Contractors are to follow the plans, specifications and drawings for the project. If a contractor has a question or needs clarification, please contact the Technology Specialist for additional information when preparing quotes. The contractor is to communicate with the consumer to establish a time frame for a site visit and project completion. **NO PROJECT SHOULD BE STARTED UNTIL THE SERVICE AUTHORIZATION HAS BEEN RECEIVED.**

The contractor is not to solicit or complete extra projects, install upgrades or enter into an agreement with a consumer beyond the scope of the ATP project. Notify the Technology Specialist if you receive any consumer requests.

## Change Orders

**Change orders must be submitted to the Technology Specialist in writing and approved PRIOR to making any changes.** If a contractor makes a change(s) without prior approval from the Technology Specialist, the contractor will be responsible for any additional cost incurred. If additional funding is needed, the Technology Specialist will pursue additional funding resources before requested changes are approved. If a change order is due to error or oversight of the contractor, the contractor will be responsible to cover the cost and correct the situation to the satisfaction of the consumer and Technology Specialist.

## Project Delays

If a contractor is unable to complete a project on time or anticipates he/she will need extra time, the contractor should request an extension in writing. The request should include the reason the extension is needed and be submitted to the Technology Specialist. Requesting an extension after the deadline can impact work on future projects.

**To contact a Technology Specialist, call one of the ATP Offices or visit ATP's online staff directory at <http://www.atp.ne.gov/docs/Staff%20Directory%202-13.pdf>**

<b>Lincoln Office</b>	402.471.0734
<b>Omaha Office</b>	402.595.1923
<b>Kearney Office</b>	308.865.5349
<b>Scottsbluff Office</b>	308.632.1332
<b>Fremont Office</b>	402.727.2961

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## Payment Process

**ATP DOES NOT generate payments in advance.** It is important that you quote only on as many projects as you can afford to start up and complete on time.

**Please submit separate invoices for each of the funding sources listed on the Service Agreement (SA).** Only one statement about permits, copy of permits, or proof of ownership is required.

If you have questions about invoices, please call Lori Oswald at 402.471.6053.



[www.atp.ne.gov](http://www.atp.ne.gov)  
[atp@atp.ne.gov](mailto:atp@atp.ne.gov)

The contractor submits an invoice to ATP, along with either a copy of the Building Permit when required or a document they sign indicating no permit was needed. The contractor may use his or her own company invoice, which can be faxed. However, the Service Authorization (SA) may also be used as an invoice. The SA when used as the invoice, cannot be faxed to ATP because an original signature is needed. When the SA is used as the invoice, please complete the bottom half of the SA that includes:

- **Service Date**-This is the date that the project was completed
- **Service Description**-Give a brief explanation of what the project was (i.e.: entrance, bathroom modification, etc.)
- **REQUIRED SIGNATURE**-Sign the invoice
- **Federal Employer Tax ID#**-List Social Security number or company's Federal ID number, depending on how you are conducting business or are registered with the IRS
- **Date**-Date you are submitting/signing the invoice
- **Total Amount of Claim**-List the amount of your invoice. **The invoice cannot exceed the SA authorized amount.**

**The Description of Services lists where to send the invoice (a separate invoice is needed for each of the funding sources listed in the SA).** Remember to submit with the invoice the permits involved with the project or a statement regarding a permit was not needed.

Payment for a project commences when the project is completed to **satisfaction**:

- The Technology Specialist completes a final inspection to verify the project is completed to satisfaction.
- If building permits, are needed, an inspection from a City and/or County inspector will need to be conducted to assure all codes are met.
- The consumer must sign the Acceptance Agreement form (AA).
- **The payment to the contractor takes about 3 or 4 weeks.**

It is important to read the Service Authorization (SA) very carefully as this document will show all the funding sources involved.

When the following funding sources are listed in the SA please note:

1. AABD (Aid to the Aged, Blind and Disabled)

The contractor should provide an invoice to the AABD eligible consumer for the amount not exceeding the authorized AABD amount listed in the SA. The consumer then forwards that invoice to their Medicaid worker. The Medicaid worker will then issue a check to the consumer. The consumer is then responsible for paying the contractor. If the consumer does not pay the contractor, the contractor should report this to the Technology Specialist. **AABD guarantees payment if the consumer does not pay the contractor.**

2. If the Consumer/family are listed in the SA to pay an agreed amount. The family will be responsible for receiving an invoice and paying that invoice. ATP or any other funding sources do not guarantee a family's payment.

**Partial payment for a project not completed due to inclement weather may be possible.** The contractor submits in writing, why they have been unable to complete the project on time and what their plan is for completion. The contractor may be paid for what has been completed and inspected to date. The remainder of the cost of the project will be paid upon completion and after final inspection of the project.